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STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING


MICHAEL P. FLANAGAN
SUPERINTENDENT OF
PUBLIC INSTRUCTION

May 29, 2013

MEMORANDUM

TO: Lead Administrators of Local Educational Agencies administering
McKinney-Vento Homeless Students Assistance Grant Programs

FROM: Shereen Tabrizi, Ph.D. 
Manager, Special Populations Unit
Office of Field Services

Pam Kies-Lowe 
Consultant, McKinney Vento
Office of Field Services

SUBJECT: CLARIFICATION OF YEAR-END HOMELESS STUDENT DATA COLLECTION

It has come to our attention that there is some confusion in the field in regard to the need to include all homeless students in the last MSDS student data collection of the school year. It is important to clarify any misinformation well before the collection is due.

- **The data collected on homeless students** through the Michigan Student Data System (MSDS) certified collections (as uploaded via your local student information systems (SIS): Skyward, Infinite Campus, PowerSchool, etc.) **is maintained in the students' MSDS history for the school year. It is not necessary for a district to re-report the Homeless Component for these students in their district in subsequent MSDS collections**
- **A student who has been reported in MSDS as homeless is identified as eligible for homeless services for the full school year.** Submitting another certified record without the Homeless Demographic Component does NOT change his/her homeless status. Likewise, once a homeless student has been identified as an unaccompanied youth, his/her **status will remain as such for the school year.**
- **When a student identified as homeless leaves your district, you should report the District Exit Status code and District Exit Date in the**

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next applicable MSDS Collection (Fall, Spring, EOY, SRM, or Early Childhood)

- Students will be included in this school-year's enrollment count of homeless students as long as they were reported in one certified record with the Homeless Component data included. **It is not necessary to continue to report students you previously reported as having exited your district in further MSDS collections.**
- When the MDE Homeless Education Program office receives school year data from the Center for Educational Performance and Information (CEPI), it includes every student submitted with the Homeless Component in the MSDS, from any certified collections for the school year. **The Program Office will include students who are reported by multiple districts in the MSDS in the counts for each reporting district when Homeless Education Grant awards are calculated.**
- When the MDE reports homeless student counts to the United States Department of Education (USED) in our Consolidated School Performance Report (CSPR), a student with only one enrollment record will be reported at the district at which they were enrolled. Students enrolled in multiple districts will be reported at the district at which they participated in a state assessment. Students that participated in state assessments at more than one district, will be reported for each of the districts in which they tested. In the event a student was enrolled in multiple districts and did not test at any of them, then the student will be reported in each of those districts. **The CSPR is not used to calculate MV Homeless Education Grant awards.**

Please contact Pam Kies-Lowe, Homeless Education Consultant, at kies-lowep@michigan.gov with any further questions on this issue. Thanks for all you do to identify and serve our students experiencing homelessness!

cc: McKinney-Vento Homeless Liaison
District Pupil Accounting staff
MV Grant Coordinators
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Anne Hansknecht
Trina Anderson
Doris Mann
Robert Dickinson